

TECHNOLOGY SAVES...
Time, Energy, Gas & Dollars!!

Do It On-Line at www.azre.gov

- ◇ Renewals-
- ◇ Sales
- ◇ Broker
- ◇ Entity
- ◇ Severs/hires/transfers
- ◇ Personal address/ phone/ email change
- ◇ Entity Address/ Phone/ email change

SCAN IT—Use the Message Center at
www.azre.gov

- ◇ Original License Applications
- ◇ Temporary Cemetery/Campground Applications
- ◇ Broker Candidate Experience Verification
- ◇ Entity/Employing Broker Name Reservation
- ◇ Entity/Employing Broker License Application
- ◇ Entity/Broker Status Change Form
- ◇ Professional Corporation (PC)/ Professional Limited Liability Co (PLLC)
- ◇ Branch Office Application
- ◇ Salesperson/Associate Broker Change
- ◇ Licensee Personal Information
- ◇ Certification of Licensure
- ◇ Cancel License Voluntary Agreement
- ◇ License Reinstatement
- ◇ Pre-Licensure Education Recertification Request
- ◇ Temporary Broker Application
- ◇ Education Application (School, Instructor, Course)
- ◇ Public Report Application

(Expect a two (2) day turnaround time, with a call from ADRE for payment when complete.)



Douglas A. Ducey
Governor

Judy Lowe
Commissioner

Arizona Department of Real Estate
2910 N 44th Street
Phoenix, AZ 85018

Visit our website at
www.azre.gov

TEAM
"Together Everyone Achieves More"



**ALL ABOUT THE
ARIZONA DEPARTMENT
OF REAL ESTATE
(ADRE)**

Arizona Department of Real Estate
www.azre.gov

ALL ABOUT ADRE!

MISSION:

The mission of the Arizona Department of Real Estate (ADRE) is to “protect the public interest through Licensure and Regulation of the real estate profession in Arizona..”

Providing oversight of:

- ◇ Real Estate Salespersons/Associate Brokers
- ◇ Real Estate Designated Brokers
- ◇ Real Estate Educators
- ◇ Real Estate Schools
- ◇ Entities
- ◇ Residential Developments
- ◇ Timeshares
- ◇ Cemetery
- ◇ Membership Campgrounds

ADRE shall:

- ◇ Establish and enforce minimum requirements for licensure
- ◇ Approve real estate schools and instructors
- ◇ Monitor and approve real estate education courses
- ◇ Issue Public Reports for residential developments.
- ◇ Investigate complaints
- ◇ Enforce disciplinary action against those who harm the Public by violating real estate statutes.
- ◇ Provide public information on licensed individuals, companies and developments (subdivision).

Visit www.azre.gov

RESOURCES FOR LICENSEES & THE PUBLIC

ADRE Divisions:

The ADRE is composed of the following divisions:

- ◇ Licensing
- ◇ Education
- ◇ Investigations
- ◇ Development Services
- ◇ Auditing
- ◇ Enforcement & Compliance
- ◇ Commissioner's Office-
 - ◇ Business Services
 - ◇ Information & Technology
 - ◇ Legislation
 - ◇ Ombudsman
 - ◇ Communications

RECOVERY FUND

The Recovery Fund is established for the benefit a consumer who has incurred an actual and direct out-of-pocket loss in a real estate transaction due to the actions of a real estate agent or Broker.

REAL ESTATE ADVISORY BOARD

The Real Estate Advisory Board is established by statute to provide recommendations to the Commissioner. The Board consists of 9 members from across the state. Questions and concerns may be brought to the attention of a board member. Visit www.azre.gov for Advisory Board appointees.

DEVELOPMENT/SUBDIVISION PUBLIC REPORT

All Developers/Sub dividers are required to obtain an Arizona subdivision Public Report prior to offering for sale or lease six or more lots in a subdivision, or who cause land to be divided into six or more lots. (Includes Condos and Time Share offerings.) A.R.S. 32-2101(54); A.R.S.32-2181

LICENSEES' RESPONSIBILITY

REAL ESTATE SALESPERSON/ASSOCIATE BROKERS

Responsibilities of a Real Estate Licensee:

- ◇ Adhere to Arizona's real estate laws
- ◇ Maintain accurate personal Information- must be current regardless of license status.
- ◇ Email address- must be current in ADRE database to receive vital information from the ADRE.
- ◇ Continuing Education (CE)-must be reported to the Department every two (2) years.

REAL ESTATE BROKER

Responsibilities of a DESIGNATED/ SELF-EMPLOYED BROKER':

A Designated Broker shall exercise reasonable supervision and control over the activities of brokers, salespersons and others in the employment of the Broker. R4-28-1103

Responsibilities Include:

- ◇ Ensure all licensees under the Broker's supervision are current in the following:
 - ◇ Continuing Education
 - ◇ Legal Presence
 - ◇ License Status
 - ◇ Renewal Dates
 - ◇ Changes to business/personal information reported within 10 days of change.
- ◇ Monitor ADRE'S Broker online homepage frequently.
- ◇ Print and post Broker and/ or Entity License.
- ◇ Upload Legal Presence document
- ◇ General Licensing Supervisory

Maintain Broker's Policy and Procedure Manual. ADRE Model Manual available at:

http://www.azre.gov/Aud/Documents/Broker_Office_Policies_Manual.pdf